



# **Juvenile Justice Grant Funds Application Kit**

## **2005**

### **Juvenile Justice and Delinquency Prevention Title II One-Time System Improvement Grant**

*Grant Period: January 1, 2006 through December 31, 2006*

**Virginia Department of Criminal Justice Services  
Juvenile Services Section  
202 N. 9<sup>th</sup> Street  
Richmond, VA 23219**

## **Grant Program Timeline**

September 1, 2005	Announcement of Availability of Funds
October 31, 2005	Deadline for Submission of Grants
November 30, 2005	ACJJ Reviews Applications and Recommends Funding
December 8, 2005	Criminal Justice Board Decisions on Grant Recommendations
January 1, 2006	New Funding Begins

## **Background of the Juvenile Justice and Delinquency Prevention (JJDP) Act**

The JJDP Act was passed by Congress in 1974 and reauthorized in 2002. Its purpose is to address the need for reform and improvements in the juvenile justice systems nationwide.

In order to be eligible to participate in the Act and receive JJDP Formula Grant (Title II) funds, States are required to develop and adhere to policies, practices, and laws which deinstitutionalize status offenders and non-offenders, separate adults and juveniles in secure institutions, and eliminate the practice of detaining or confining juveniles in adult jails and lock-ups. In addition, States must address efforts to reduce the disproportionate representation of minority youth at the various stages of the juvenile justice system including arrest, detention, adjudication, and disposition.

## **GOAL**

This is a special solicitation, being issued under the Title II Formula Grants Program to request proposals from localities for one-year system improvement proposals. This initiative is designed to provide funding for system improvements to occur within one year of receiving the grant funds. Requests made under this funding area must not exceed \$25,000.00 per request, with funds to be used towards expenditures such as, but not limited to: equipment, short-term salary, consultant fees, assessment services, etc. The grant period will run from January 1, 2006 – December 31, 2006.

Initiatives at the local level should focus on interrupting the cycle of penetration into the juvenile justice system for youth under one of the following program areas:

1. Alternatives to Detention
2. Aftercare/Reentry
3. Disproportionate Minority Contact
4. Mental Health Needs of Juvenile Offenders
5. Sex Offenders
6. Legal Representation of Juveniles
7. Young Juvenile Offenders
8. Access to Services for Juveniles in Rural Areas
9. Truancy
10. Gangs

JJDP grants are awarded to localities that are in compliance with the core requirements of the JJDP Act for strategies that address an area or areas of need in the juvenile justice system. (Please see Certification of Compliance with Core Requirements for more information.) The areas of need are identified by the analysis of juvenile justice system data. Part of the analysis of the areas of need includes the identification of the risk and protective factors present in each community. There are risk factors that are known to be associated with delinquent behavior and other problem behaviors. For local data to assess need, please go to the social indicators database on the GOSAP website, [www.gosap.virginia.gov](http://www.gosap.virginia.gov).

## **AWARD AMOUNT AND DURATION OF GRANTS**

Grants will be funded for one year with awards not to exceed \$25,000.00. No match is required for this initiative. The project year will run from January 1, 2006 thru December 31, 2006. There **will not** be an opportunity to apply for continuation funding under this initiative.

## Performance Measurement

Over the last ten years there has been a government-wide move towards greater accountability. Justification for funding and evidence of program impact are common requests from most funding sources. The Federal funds awarded through this grant announcement come to the state from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). OJJDP, like all Federal agencies, must meet the following requirements of the Government Performance and Results Act of 1993 (P.L. 103-62, or GPRA):

- develop strategic plans that specify what they will accomplish over a 3-year to 5-year period;
- set performance targets annually related to their strategic plan; and
- report annually on the degree to which the previous year's targets were met.

The law further requires agencies to link their performance to their budgets, evaluate their programs regularly and to use results of these evaluations to adjust their strategic plans accordingly.

To meet these requirements, OJJDP must collect performance data from the Virginia Department of Criminal Justice Services (the State Planning Agency for Formula Grants). Successful applicants will be required to report to DCJS, who will in turn report to OJJDP, so that results are available to support documentation of performance and budgetary decisions.

Performance measurement is a system of tracking progress in accomplishing goals, objectives, and outcomes. It monitors a few vital signs related to program performance and is less rigorous than program evaluation.

OJJDP has developed lists of output and outcome measures for each program area. Within each program area, there are performance measurement tables that present output and outcome performance measures. Outputs measure the products or changes for individuals, the juvenile justice system, or county that result from the program. Outcomes are benefits or changes as a result of the program. There are two types of outcomes:

1. **Short-term outcomes** are those that occur during the program or by the completion of the program.
2. **Long-term outcomes** are those that occur 6 months to 1 year after program completion.

The OJJDP performance measurement system designates some measures as mandatory and some are non-mandatory. Sub-grantees are required to select:

1. **All mandatory and two optional output measures, and**
2. **All mandatory and two optional outcomes measures.**

All sub-grantees will be required to select performance measures from OJJDP's performance measurement system and develop a data collection plan that specifies which measures will be collected and how they will be measured. Performance measures must be selected from those presented on OJJDP's Website at [http://dsgonline.com/performance\\_measures.htm](http://dsgonline.com/performance_measures.htm) and reported to the DCJS on a quarterly basis. Please contact Laurel Marks, Chief, Juvenile Services Section,

DCJS at 804-786-3462 or via email at [laurel.marks@dcjs.virginia.gov](mailto:laurel.marks@dcjs.virginia.gov) for technical assistance or concerns regarding performance measurement.

## APPLICATION PROCESS

### ***Eligible Applicants***

This grant application must be submitted by a unit of general local government (city, county, incorporated town). Please see **Title II General Submission Requirements and Funding Prohibitions** for more details. Applications must be received by DCJS by **5:00 p.m. on October 31, 2005. DCJS will not accept faxed or electronically mailed applications.**

### **Individual Technical Assistance**

Applicants are encouraged to contact Laurel Marks at (804) 786-3462 or [laurel.marks@dcjs.virginia.gov](mailto:laurel.marks@dcjs.virginia.gov) for technical assistance in the preparation of their proposals.

### **Requirements**

Full grant applications must include:

1. The DCJS GRANT APPLICATION cover sheet (Form DCJS-1-0198). The chief executive official (county administrator or city manager) of the sponsoring local unit of government must sign this cover sheet.
2. **History and Coordination of Juvenile Justice Resources in the Community:** Description of the history and background of delinquency prevention and intervention initiatives, including a description of other grant funding received by the locality for delinquency prevention and intervention purposes, and how Title II grant funding will coordinate with funding from other sources (including Virginia Juvenile Crime Control Act and Juvenile Accountability Block Grant, or other Title II or Title V grants).
3. **Documentation of Need:** Describe in specific terms the nature and extent of the deficiency or problem the project is intended to address. State directly and completely why there is a need for a grant. Describe existing resources and services that are currently available to meet that need, including any other federal or state grants, and state why those resources and services are inadequate. Please see the social indicators database on the GOSAP (Governor's Office on Substance Abuse Prevention) web site, [www.gosap.governor.virginia.gov](http://www.gosap.governor.virginia.gov), for local data that may help identify need. Describe any gaps identified in the system, and explain how the proposed project will address an identified gap.
4. **Objectives:** An objective is a statement that sets forth a particular result that the project strives to attain. Objective statements contain four parts: *what, how much, to whom, and when.*

Objective statements:

- a. Begin with an action verb.
- b. Specify a single key result; *what* will be accomplished toward the goal. (Example: *Reduce the time required to process criminal history records*).
- c. Quantify and state the objective in terms that can be measured. Verify *how much* will be accomplished. (Example: *Reduce the time required to process criminal history records from ten days to six days*).

- d. Indicate the intended targets, *to whom*, of the objective. (Example: Reduce the time required *by clerks* to process criminal history records from 10 days to 6 days).
  - e. State *when*, within the grant period, the objective will be accomplished. (Example: *Over the next twelve months*, reduce the time required by clerks to process criminal history records from 10 days to 6 days).
  - f. Relate directly to the data provided in the need justification.
  - g. Are challenging, but realistically attainable with the resources that are requested.
5. **Implementation:** Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the goals. Describe the link between demonstrated needs and the proposed activities.
6. **Work Plan:** Describe the steps or actions necessary to accomplish the goal and objectives of the project. Provide *anticipated* begin and end dates for each step. Use the downloadable form or include the workplan in the Project Description narrative, as desired.

(Workplan examples: Assemble advisory committee, Jan 1 - Jan 15; identify existing policies/practices, Jan 15 - Mar 15; research alternatives, Apr 1 – May 30; draft new policies, Jun 1- Jul 15; circulate for review & comment, Aug 1- Sept 30; implement, Dec 1.)

Your Workplan provides the basis for future quarterly reports.

7. **Performance Measures:**  
For the purpose of the application, applicants must identify the mandatory and discretionary performance measures selected. Applicants must submit a logic model for their proposed program following the corresponding proposed program logic model found on the OJJDP website at [http://www.dsgonline.com/Program\\_Logic\\_Model/fq\\_pm.htm](http://www.dsgonline.com/Program_Logic_Model/fq_pm.htm). In addition, information on and sample logic models can be found on pages 48-52 of this application kit (see sample for information about how to complete logic model). The logic model will assist you in identifying the links between community needs, program activities, and desired outcomes. The sample logic model addresses only one component of a comprehensive program. Please submit a logic model that addresses the entirety of the proposed program.
8. **Project budget, budget narrative. Please see Title II General Submission Requirements for use of funds.** Match funds are not required for Title II applications. The budget form is available on the DCJS web site in EXCEL, Rich Text Format, or Portable Document Format. The project budget and budget narrative need only cover the first grant period of the proposed project.
9. **Additional letters of support**, if appropriate.
10. **Certifications and assurances**, including Certification of Compliance with JJDP Act, signed by the chief executive officer of the local government or state agency (any of these certification forms submitted with the proper signature along with the Concept paper need not be resubmitted).  
**Certifications, General Grant Conditions and Assurances:**

A complete grant application includes signature pages from three documents:

- 1. Certification of Compliance with JJDP Act, attached.



2. Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.
3. General Grant Conditions and Assurances [Attachment A].

Forms 2 and 3 can be downloaded from the following DCJS web sites at

[HTTP://WWW.DCJS.VIRGINIA.GOV/FORMS/GRANTS/USDOJ.PDF](http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf)

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.pdf>

The DCJS and the federal government require these agreements. These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. Paper copies may be obtained by contacting Virginia Sneed in the Grants Administration Section of DCJS at (804) 786-5491.

The grant application must be received by DCJS **no later than 5:00 p.m., on October 31, 2005**. The application package for new funding must consist of one original and three (3) copies of the grant application. **Submissions by fax transmittal and electronic mail will NOT be accepted.** Applications should be directed to:

**The Department of Criminal Justice Services  
Attn: Grants Administration  
202 North 9th Street, 10<sup>th</sup> Floor  
Richmond, VA 23219**

## **Title II General Submission Requirements and Funding Prohibitions**

Projects not conforming to the following general submission requirements will be rejected.

1. Applications must address all key components applicable to the funding source outlined in this solicitation to be eligible for consideration.
2. Only units of local government are eligible to apply for JJDP Title II funding assistance. Private, nonprofit agencies may conduct projects only under contracts with a local unit of government. Only one application per locality will be considered for funding. Localities may pool funds with others in the region, that is, they may each apply for up to \$25,000 for a total project greater than \$25,000. If localities choose to do this, however, they must secure letters of commitment from the collaborating localities.
3. The chief executive officer (city manager or county administrator) of the sponsoring local unit of government must sign the application. All sections of the application pertinent to the proposed project must be completed in full.
4. Projects which accept referrals from any agency, or which make referrals to any agency, must have letters of intent to participate and/or cooperate with the project from the affected agency or agencies. If relevant, applications must have the endorsement of the Juvenile and Domestic Relations District Court(s) and the Court Service Unit Director, as evidenced by letters of support.
5. The implementing agency must assure its willingness to comply with all DCJS requirements for administration, monitoring, reporting, evaluation, and data collection. This includes the Americans with Disabilities Act of 1992, and the JJDP Act of 1974 (PL 98-473), as reauthorized in 2002. Localities must assure continued compliance with the JJDP Act or have a DCJS approved corrective action plan.
6. All applicants must comply with the Code of Virginia and any standards applicable for projects of the type being requested.
7. Equipment requests must be clearly justified and directly related to service delivery programs and/or projects.
8. JJDP funds will not be available for programs or activities for which there is already a dedicated source of funding (including local, state, or other federal funds).
9. Funds from this grant cannot be used to replace federal, state, or local funds that would, in the absence of this grant, be made available for the same purpose (supplanting will not be permitted).
10. All funding is subject to the availability of federal funds.
11. This solicitation is requesting proposals for one-time initiatives, not initiatives requiring multiple years of funding from this funding source.

12. Localities out of compliance with the JJDP Act may apply for Title II funding to be used toward achieving compliance with the four core requirements of the JJDP Act.
13. If any locality that will be served by this initiative has a problem with the overrepresentation of minority youth in the juvenile justice system, the application should include the information about how this will be addressed, regardless of whether or not the focus of the application is the overrepresentation of minority youth in the juvenile justice system\*.
14. JJDP Act funds cannot be used for:
  - a. construction, renovation, or land acquisitions
  - b. vehicles, weapons and uniforms, or uniform allowances
  - c. payment of dues to organizations or federations
  - d. costs for social activities not directly related to the objectives of the proposed projects, including food and alcohol for such activities.
  - e. office furniture
  - f. costs related to lobbying, political activity; interest costs; honoraria; bonuses; personal calls; alcohol; fines; penalties; law suits; or legal fees; contingencies such as pending litigation, possible liabilities, etc; and contributions and donations.
15. All applications for funding must be submitted on DCJS forms. One original and three (3) copies are required. For ease of duplication, do not bind copies.
16. All applications must be received by the specified deadline at DCJS offices located at 202 North Ninth Street, Richmond, Virginia 23219. Responses submitted by fax or e-mail will not be accepted. Applications not meeting these deadlines will not be considered.

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\* Further information about the overrepresentation of minority youth in Virginia's juvenile justice system can be found in the DCJS publication, *Reducing Minority Overrepresentation in Virginia's Juvenile Justice System* at <http://www.dcjs.org/juvenile/resources/200209FactSheet.pdf>

## GRANT APPLICATION CHECKLIST

- Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator = city/town manager, county executive, mayor or chairman of the board of supervisors, or the agency director (for state agencies)]
- Have all applicable parts of the Grant Application, Itemized Budget been completed?
- Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- Does the Project Description contain the following:
  - Need Justification?
  - Goals and Objectives?
  - Implementation?
  - A Workplan?
  - Performance Measures?
- **Are letters of support included (if needed) with the grant application?**
- Does the material being submitted include an original and four (3) copies (4 total) of the completed Grant Application?
- AND signed copies of the Certification of Compliance with JJDP Act, General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; three (3) signature pages total?

# **Application Forms**

## NOTICE OF COMPLIANCE REQUIREMENTS FOR JJDP

**In order to be eligible to apply for Title V and Title II of the Juvenile Justice and Delinquency Prevention Act, localities must comply with the four JJDP Act core requirements:**

1. Deinstitutionalization of status offenders and non-offenders.
2. Separation of adults from juveniles in adult jails and police lockups.
3. The removal of juveniles from jails and police lockups.
4. Minority over-representation in the juvenile justice system.

By signature below, I certify as County/City Administrator that I have received notice of the requirements for participation in the Juvenile Justice and Delinquency Prevention Act Grant Program as established by the Federal Act, guidelines published in the ***Federal Register***.

I understand that on-going compliance with these core requirements is required for continuation of funding.

The requirements 1-3 of the Juvenile Justice and Delinquency Prevention Act are monitored by DCJS in conjunction with the Department of Juvenile Justice and the Department of Corrections through on site monitoring and standards. The Code of Virginia is not in conflict with these JJDP Act provisions.

#### **4. Minority over-representation in the juvenile justice system.**

This requirement relates to the disproportionate representation of minorities in secure juvenile confinement facilities (juvenile detention facilities, boot camps and juvenile correctional centers).

In order to be in compliance with this provision of the JJDP Act, the locality should assess the extent to which juveniles are over-represented in confinement statistics. If minority juveniles are not over-represented there are no further requirements on the part of the locality. If minority juveniles are over-represented then the locality should develop a plan for addressing minority over-representation in the juvenile justice system.

At a minimum this plan should:

1. Identify the representation of each minority group over 2% of the population. Compare this percentage against the representation of minority juveniles at each stage of the juvenile justice system to determine whether there is minority over-representation. For communities that are focusing on neighborhoods, further refining the minority over-representation data as it relates to the neighborhood may be helpful.
2. Assess the accessibility of prevention, early intervention programs, and alternatives to incarceration for minority youth.
3. Address cultural competency of service providers and juvenile justice system professionals.
4. Assess the barriers to minority participation in programs.
5. Develop action steps to take to address minority over-representation.

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County Administrator/City Manager

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Date

# Grant Application

Department of Criminal Justice Services, 805 East Broad Street, Richmond, Virginia 23219

<b>Grant Program:</b>	
<b>Applicant:</b>	
<b>Applicant Federal ID #:</b>	
<b>Jurisdiction(s) Served:</b>	
<b>Program Title:</b>	
<b>Grant Period:</b>	
<b>Type of Application:</b>	<input type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number: _____ <input type="checkbox"/> Revision of Grant Number: _____

	<b>Project Director</b>	<b>Project Administrator</b>	<b>Finance Officer</b>
<b>Name:</b>			
<b>Title:</b>			
<b>Address:</b>			
<b>Phone:</b>			
<b>Fax:</b>			
<b>E-mail:</b>			

Signature of Project Administrator: \_\_\_\_\_

**Brief Project Description:** \_\_\_\_\_

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Project Budget Summary		DCJS Funds		Match
	Federal	General		
Personnel	\$	\$	\$	\$
Consultants	\$	\$	\$	\$
Travel/Subsistence	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Indirect Costs	\$	\$	\$	\$
Supplies/Other Operating Expenses	\$	\$	\$	\$
Totals:	\$	\$	\$	\$
Grand Total: \$				

DC JS-1.0198

## **GRANT APPLICATION FACE SHEET**

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### **Instructions for Completing Grant Application/Face Sheet**

#### **Grant Program**

Indicate that you are applying for JJDP Title II funds.

#### **Applicant Jurisdiction**

Insert the official name of the local unit of government or combination of such units.

#### **Jurisdiction(s) Served**

List all localities to be served; if statewide, reflect as "statewide."

#### **Program Title**

List the specific title of the program for which you are requesting funds.

#### **Grant Period**

Grants will be awarded for the period January 1, 2006 through December 31, 2006. Programs requesting a multiple year grant award may apply for annual allocations. Applicants should anticipate start-up procedures, such as contracting and personnel hiring, which may delay beginning date.

#### **Type of Application**

Check the appropriate box. If the application is for a subsequent allocation, indicate the current grant number.

#### **Project Director, Project Administrator, and Finance Officer**

**Project Director** - The person who will have day-to-day responsibility for managing the project.

**Project Administrator** - The person who has authority to formally commit the locality to complying with all the terms of the grant application including the provision of cash match. This **must** be the city, county or town manager. If someone other than the manager or chief elected officer has been delegated the authority to sign, and signs the grant application, include a copy of the letter, memorandum or other document by which the signing authority was delegated.

**Finance Officer** - The person who will be responsible for fiscal management of the funds.

**It is extremely important that you provide fax and voice telephone numbers and, if possible, e-mail addresses for each person.**

#### **Brief Project Description**

A short description of the proposed project that the application represents.

#### **Project Budget Summary**

Total figures from "Itemized Budget."



**ITEMIZED BUDGET**

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
<b>TOTAL:</b>								
<b>b. Fringe Benefits</b>								
FICA % =								
Retirement =								
Other (itemize) =								
<b>TOTAL:</b>								
<b>TOTAL PERSONNEL (a + b):</b>								

**2. Consultants (including Travel and Subsistence)**

<b>a. Individual Consultants</b>				
Type:				
Hours Devoted:				
<b>TOTAL:</b>				
<b>b. Organizations and Associations</b>				
Type:				
Fee:				
Time Devoted:				
<b>TOTAL:</b>				
<b>c. Consultants' Subsistence and Travel</b>				
Number of Days:				
Rate/Day:				
<b>TOTAL:</b>				
<b>TOTAL CONSULTANTS (a + b + c)</b>				

**3. Travel and Subsistence for Project Personnel**

a. Local Mileage _____ X _____ per mile				
b. Non-local Miles _____ X _____ per mile				
c. Subsistence _____ days X _____ per day				
d. Air or other fares _____				
<b>TOTAL TRAVEL:</b>				

**ITEMIZED BUDGET (Continued)**

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
TOTAL EQUIPMENT:								

**5. Supplies and Other Expenses**

Type	Quantity	Price					
TOTAL SUPPLIES AND OTHER:							

**6. Indirect Cost**

TOTAL INDIRECT COST:							

**GRAND TOTAL:**

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**7. Cash Funds**

Cash funds from sources other than grant program supporting this project - (itemize). (Do not add to requested Project Budget Summary accounts.)				
TOTAL:				

## BUDGET AND BUDGET NARRATIVE FUNDS REQUIRED FOR YOUR PROPOSAL

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Thoroughly explain the reason for each requested budget item and the way its cost was determined. DCJS wishes to encourage frugality to the extent possible without affecting program quality. Applicants are encouraged to utilize existing personnel and volunteers to support paid staff or consultants and to request a minimum of non-local travel. **Budget items and costs not thoroughly justified and explained will be deleted from the budget.**

In completing the grant application, federal funds should be shown in the "DCJS Funds Federal" column.

### 1. **Personnel/Employees**

- a. **For salaries**, list each position by name of employee (if available) and title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Job descriptions and qualifications of staff should be included in the appendix material. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full-time? Are salary scales consistent with similar state or local wage scales? Recommended qualifications include: knowledge of local services, prior relevant work experience, knowledge of law and administrative policies relevant to job duties, and prior relevant academic training. Workload must justify creating full-time positions.
- b. **For employee benefits**, indicate each type of benefit included, the rate at which benefits are calculated, and the total cost allowable to employees assigned to the project.

### 2. **Consultants:**

- a. **For individuals to be reimbursed for services on a fee basis**, list each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. **Individual consultant rates may not exceed \$450.00 per day.** A fee of \$450 per day will not be automatically authorized. Documentation must show that the fee requested is at or below the consultant's usual and customary fee before approval will be given.
- b. **For organizations, including professional associations and educational institutions, performing professional services**, indicate type of services being performed and the estimated contract price.
- c. **Travel and subsistence.** Estimate actual costs. These must be reasonable and adhere to the subgrantee's established travel policy.

Requests for consultants will be very carefully screened. Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness will consultant fees be approved.

### 3. **Travel:**

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence. Subgrantees may follow their own established travel rates if they have

established travel policy. If a subgrantee does not have an established policy, then he/she must adhere to state travel policy. Transportation costs, such as air and rail fares, greater than coach rates will not be approved. The narrative should explain relevance of the proposed travel to job duties.

4. **Equipment:**

Equipment purchases must be directly associated with service delivery. Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. Vehicles, weapons, uniforms, general office equipment and furnishings will be disallowed. The budget narrative must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

5. **Supplies and Other Operating Expenses:**

All costs should be itemized within this category by major types (i.e., office supplies, training materials, research forms, telephone, postage) and show basis for computation ("X" dollars per month for office supplies; "Y" dollars per person for training materials, etc.).

6. **Indirect Costs:**

These are costs that cannot be assigned to a particular category but are necessary to the operation of the organization and the performance of the project. Indirect costs will only be approved if the applicant has an approved indirect costs rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.

7. **Construction/Remodeling:**

These are not allowable expense under JJDP funded grants.

8. **Cash Funds from Sources Other than Grant Program Supporting this Project:**

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match, if applicable) actually applied for in the grant application budget. Funds shown in this item are not governed by the terms, conditions and assurances that apply to the grant award. List the source and amount of cash, other than any required matching funds, which will help support this project.

**PROGRAM WORKPLAN**

PROGRAM  
CATEGORY\_\_\_\_\_

DATE\_\_\_\_\_

LOCALITY\_\_\_\_\_

OBJECTIVE-ACTIVITY	PLANNED		ACTUAL		DOCUMENTATION
	BEGIN	END	BEGIN	END	

## **DEPARTMENT OF CRIMINAL JUSTICE SERVICES**

**If you have questions while preparing your grant application, DCJS staff members are available for technical assistance. Below are the names, telephone numbers, and e-mail addresses of staff members who can assist you.**

### **Programmatic Questions**

Laurel Marks, Chief, Juvenile Services Section  
(804) 786-3462  
laurel.marks@dcjs.virginia.gov

### **Financial Questions**

Bill Dodd, Grants Administrative Supervisor  
(804) 371-0638  
bill.dodd@dcjs.virginia.gov